



# How to apply for a job at the U.S. Embassy Yangon




# Electronic Recruitment Application

**How to apply for a job in ERA**



# How to apply for a job in ERA

1. Click on the U.S. Mission in Yangon, Myanmar's seeker URL from embassy webpage.



## U.S. Embassy in Burma

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### Job Openings at the Embassy

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The U.S. Embassy in Yangon is an equal opportunity employer, seeking to attract the highest caliber and best qualified staff. We offer competitive salaries and a very attractive benefits package, as well as a dynamic working environment. A summary of the primary benefits and allowances for locally employed staff can be found at this [link](#) (PDF 136KB). A chart showing language score equivalencies can be found [here](#). English test results are *not* required. Those who are short-listed will be called for English testing at the Embassy if necessary.


Thank you for your interest in employment with the U.S. Mission in Rangoon. To view a current list of all available positions, please visit this page: [Electronic Recruitment Application \(ERA\)](#). **All applications must be submitted through ERA to be considered.**

Here are some additional resources that may be helpful:

#### Additional Resources

- [Download the Careers Mobile App](#)
- [Get Details on the Foreign Service Officer Test \(FSOT\)](#)

#### Adobe Reader

 [Download Adobe Reader](#)

Thank you for your interest in employment with the U.S. Mission in Rangoon. To view a current list of all available positions, please visit this page: [Electronic Recruitment Application \(ERA\)](#). **All applications must be submitted through ERA to be considered.**

#### Opportunities

Click "ERA"




# How to apply for a job in ERA

2. Click “Login” to access your account.

searchVacancies.hms?\_ref=bkflyjlrpt0

state.gov HR Survey - Respon... HR Survey - Respon... Calculate Pay Perio... How to calculate en... Jobs for Myanmar... Home | MIMU



U.S. Department Of State  
DIPLOMACY IN ACTION

Login

Open Vacancies

Showing 1 of 1 items found.

Search for Open Vacancies

Sort By Close Date (Ascending)

Filter Results By

Series

Grades

Location

Salary

Agency

Procurement Agent (All Interested Applicants)

Announcement #: Yangon-2019-41

The work schedule for this position is: Full Time (40 hours per week). Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Salary: (USD) \$11,735/Per Year

Series/Grade: LE - 0810 - 6

Agency: Embassy Rangoon

Position Info:

Location: Rangoon, MM

Close Date: 10/07/2019 (MM/DD/YYYY)

Show 25 results per page

GO

FIRST

PREVIOUS

NEXT

LAST

POWERED BY MONSTER



3. Login to your ERA account by providing email and password.

## Login

[Forgot Password?](#)

Don't have an account yet?

Not ready to sign in or create account?

### TERMS AND CONDITIONS

By creating an account (login a

- The information that I pr possibly sensitive data, may or may not be prov
- The information that I pr procedures.
- The information that I pr
- All data transfers via the internet are not 100% secure and there might be some security vulnerabilities

[Forgot Password?](#)



# How to apply for a job in ERA

4. Click "Return to Job Search" to view current opening vacancies.

The screenshot shows a user interface for the ERA (Electronic Recruitment Application) system. At the top left is a "Dashboard" link with a house icon. Below it, a welcome message reads "Welcome, TEST APPLICANT" followed by a user icon. The main section is titled "Applications" and contains three tabs: "All", "Complete", and "Incomplete". A message box states "There are no applications to view at this time". On the right side, there are two links: "Logout" and "Return to Job Search" with a left-pointing arrow. The "Return to Job Search" link is circled in red, and an orange arrow points to it from the top right. Another orange arrow points to the "Return to Job Search" link on the right side of the page.

Dashboard

Welcome, TEST APPLICANT

Applications

All Complete Incomplete

There are no applications to view at this time

Logout

Return to Job Search

Return to Job Search

Note: Adobe Acrobat Reader is required to view PDF files.

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5. Click on the hyperlinked opening Announcement that interest you or search an announcement with Magnifying glass.

[Dashboard](#)

[Logout](#)

## Open Vacancies

Showing 1 of 1 items found.

Search for Open Vacancies



Sort By: Close Date (Ascending)

Filter Results By

- Series
- Grades
- Location
- Salary
- Agency

### Procurement Agent (All Interested Applicants)

Announcement #: Yangon-2019-41

~~The work schedule for this position is: Full Time (40 hours per week). Start date: Candidate must be able to begin working within a reasonable period of time (4 weeks) of receipt of agency authorization and/or clearances/certifications or their candidacy may end.~~  
The work schedule for this position is: Full Time (40 hours per week).

**Salary:** (USD) \$11,735/Per Year  
**Series/Grade:** LE - 0810 - 6  
**Agency:** Embassy Rangoon

**Position Info:**  
**Location:** Rangoon, MM  
**Close Date:** 10/07/2019  
(MM/DD/YYYY)

Show 25 results per page GO

FIRST

PREVIOUS

NEXT

LAST

# How to apply for a job in ERA



U.S. Department Of State  
DIPLOMACY IN ACTION

6. Click "Apply to this vacancy" for a position that interest you.

Myanmar

Home Dashboard Logout

[Return to Job Search](#)

## Vacancy Details

[APPLY TO THIS VACANCY](#) [VIEW ELIGIBILITY](#) [VIEW EDUCATION AND EXPERIENCE](#) [VIEW VACANCY QUESTIONS](#) [EMAIL TO A FRIEND](#)

[PRINT VACANCY](#)

[Overview](#) [Duties](#) [Qualifications & Evaluations](#) [Benefits & Other Info](#) [How to Apply](#)

### About

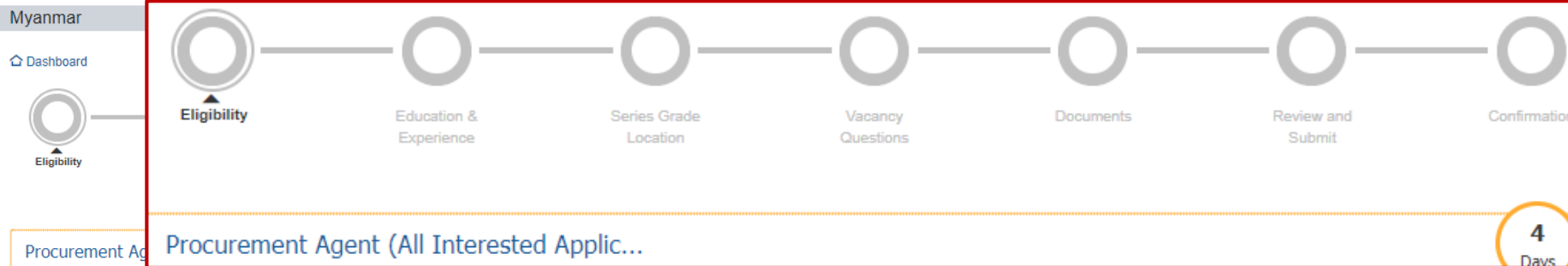
**Announcement Number:** Yangon-2019-41  
**Hiring Agency:** Embassy Rangoon





# How to apply for a job in ERA

7. Follow step by step and fill out required information.



Note: Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with \* are required.

Eligibility Questions

## Eligibility Questions

### PERSONAL INFORMATION

- \* 1 | Does your relative work in this Embassy?
- ☐ Yes
- ☐ No

NOTE: Relative is a husband, wife, domestic partner, daughter, daughter-in-law, stepdaughter, brother, or sister.

- \* 2 | Are you able to legally work in this country?
- ☐ Yes
- ☐ No

**Important:** All the information you provide must be true and accurate. Lying, providing false information, or providing false references may be grounds for not hiring you, or for firing you after you are hired.

### PERSONAL INFORMATION

- 1 | Does your relative work in this Embassy?
- ☐ Yes
- ☐ No

NOTE: Relative is a husband, wife, domestic partner, daughter, daughter-in-law, stepdaughter, brother, or sister.

- 2 | Are you able to legally work in this country?
- ☐ Yes
- ☐ No

experience and/or education as shown on your application form, by checking references and providing false information, or providing false references may be grounds for not hiring you, or for firing you after you are hired.

NEXT



# How to apply for a job in ERA

8. Fill out required information.

Procurement Agent (All Interested Applic...

4  
Days

## Education

Enter all that apply. You may be asked to provide a copy of your diploma or certification at the interview phase, or if asked by HR.

\* Do you have any education you would like to include? ☒ Yes ☐ No

### 1. Education

\* Education Level

\* School Name

\* Attended From Month:  Year:

\* Attended To Month:  Year:  ☐ Current

\* Location

Degree / Diploma / Certification

\* Major Subject

\* Did you Graduate? ☒ Yes

[+ ADD ADDITIONAL EDUCATION \(MAX 10\)](#)

**+ ADD ADDITIONAL EDUCATION (MAX 10)**



9. Fill out required information.

1. Work Experience

\* Job Title

Administrative Assistant

\* Job Type

☒ Full Time

☐ Part Time

\* Employed From

Month: 03

Year: 2015

\* Employed To

Month: 08

Year: 2019

☐ Current

\* Employer Name

ANY Logistic Co., Ltd

\* Employer Address

No.13, 12th Street, Lanmadaw Township

\* Employer Phone Number

01-251130

Salary

Salary Currency

USD - United States Dollar

Salary Frequency

per month

\* Hours Per Week

40

Supervisor Name

John

\* Supervisory Responsibilities?

☐ Yes

☒ No

\* Main Duties & Responsibilities

Administrative tasks.

3479 characters left (maximum 3500)

\* Reason for Leaving

Career development.

981 characters left (maximum 1000)

\* Employer Name

ANY Logistics Co.,Ltd

\* Hours Per Week

40

⊕ ADD ADDITIONAL WORK EXPERIENCE (MAX 10)



# How to apply for a job in ERA

10. Fill out required information.

## 1. Language

* Language	<input type="text" value="BURMESE"/>	▼	▼ MOVE DOWN
* Speaking	<input type="text" value="Fluent"/>	▼	
* Reading	<input type="text" value="Fluent"/>	▼	
* Writing	<input type="text" value="Fluent"/>	▼	

## 2. Language

* Language	<input type="text" value="ENGLISH"/>	▼	✕ REMOVE
* Speaking	<input type="text" value="Good Working Knowledge"/>	▼	▲ MOVE UP
* Reading	<input type="text" value="Good Working Knowledge"/>	▼	
* Writing	<input type="text" value="Good Working Knowledge"/>	▼	

⊕ ADD ADDITIONAL LANGUAGE (MAX 10)

⊕ ADD ADDITIONAL WORK EXPERIENCE (MAX 10)



# How to apply for a job in ERA

11. Save your filled-out information as draft.

## Additional Information

Are there any other names you have been known by? List all other names used, including nicknames.

Other Names Used

1000 characters left (maximum 1000)

PREVIOUS

PREVIOUS

SAVE

NEXT

SAVE

NEXT



# How to apply for a job in ERA

12. Check the required box.

## Series

This position is offered for a single series.

\* Please confirm you wish to be considered for these series (Check all that apply.)

☒ 0810-Procurement Series

## Grade

Select the grade level(s) for which you wish to be considered. You will only be considered for the grade level(s) you select.

\* Do you wish to be considered for Grade 6?

☒ Yes

☐ No

## Location

\* Please indicate the locations for which you want to be considered. (Check all that apply.)

☒ Rangoon, MM

## Notifications

Are we allowed to send you email reminders about completing this vacancy before it closes?

☒ Yes, please send me email reminders about completing this vacancy.

☐ No, I do not wish to receive email reminders about completing this vacancy.

PREVIOUS

NEXT





# How to apply for a job in ERA

13. Answer all questions.

## Vacancy Questions

Items marked with \* are required.

### All Grades Questions

- \* 1 | Are you able to legally work in this country?
- ☐ Yes
- ☐ No
- 
- \* 2 | If yes, tell us more about yourself and if applicable, select the type of permit you currently possess (upload the appropriate paperwork in the Documents section)
- ☐ I am a citizen of this country.
- ☐ I have a work permit.
- ☐ I have a study permit.
- ☐ I have a U.S. diplomatic visa.
- ☐ I am the holder of a non-diplomatic visa
- ☐ I am the holder of a work and/or residency permit of the host country.
- ☐ None of the above.
- 
- \* 3 | Are you a current employee of this mission/consulate?
- ☐ Yes
- ☐ No

**Important:** All the information you provide may be verified by a review of the work experience and/or education as shown on your application form, by checking references and through other means, such as the interview process. Any exaggeration of your experience, false statements, or attempts to conceal information may be grounds for not hiring you, or for firing you after you begin work.

PREVIOUS

NEXT



# How to apply for a job in ERA

## 14. Upload required documents.

Myanmar

Dashboard

Eligibility

Procurement Agent

Attach Documents

Additional Document Actions

Upload from your computer

Upload a Document

Please browse to attach a document to your application.

- Only these types of the documents can be uploaded: gif image(.gif), jpeg image(.jpg), png image(.png), rich text format(.rtf), Microsoft word(.doc, .docx), adobe pdf(.pdf), word perfect(.wpd), text(.txt)
- 3MB is the maximum size allowed for a document

Items marked with \* are required.

\* Document Type:

Please Select

\* Document Description:

Choose File No file chosen

UPLOAD CANCEL

Review Your Attached Documents

Requested Document Type	Attached Document Description	Source	Date Attached (MM/DD/YYYY)	Action
Copy of Orders/Assignment Notification (or equiv.)	Not Attached			
DD-214	Not Attached			
High School Diploma	Not Attached			
Proof of Citizenship	Not Attached			
Residency Permit	Not Attached			
SF-50	Not Attached			
University Degree	Not Attached			
Work Permit	Not Attached			

PREVIOUS

SAVE AND CONTINUE





# How to apply for a job in ERA

## 15. Submit your application.

[Dashboard](#)

[Logout](#)



Eligibility



Education &  
Experience



Series Grade  
Location



Vacancy  
Questions



Documents



Review and  
Submit



Confirmation

Procurement Agent (All Interested Applic...

4  
Days

## Application Review and Submit

Please review your information below and note that you have attached 0 document(s) to your application. Your application status will remain incomplete until you click SUBMIT APPLICATION.

**SUBMIT APPLICATION**

[Personal Information](#)

[Series/Grade/Location](#)

[Eligibility Questions](#)

[Education & Experience](#)

[Vacancy Questions](#)

[Documents](#)

### Personal Information

[Edit](#)

**Name:** TEST APPLICANT

**Email:** testapplicant.ygn@gmail.com

**Vacancy Announcement:** Yangon-2019-41

**Position Title:** Procurement Agent (All Interested Applicants)

[Back to top](#)

### Series/Grade/Location

[Edit](#)

**Series:** 0810

**Grade:** 6

**Location(s):** Rangoon, MM

[Back to top](#)

### Eligibility Questions

[Edit](#)

PERSONAL INFORMATION



# How to apply for a job in ERA

16. Check the box to certify that all the information you filled out is true, complete and made in good faith. Click "Submit".

## Declaration

☐

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete, and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or for separation/dismissal after I begin work, and may be punishable by fine or imprisonment according to this country's law or U.S. law. I understand that any information I voluntarily provide on or attached to this application may be investigated.

SUBMIT

CANCEL



# How to apply for a job in ERA

17. Receive confirmation that your application was submitted.

**Thank You! You have successfully submitted your application.**

Note: You can modify your application at any time before the vacancy close date. Simply return to your dashboard, select the vacancy, and update your application.

## What's Next?

- Download a copy of this application for your records.
- View the status of this application in your dashboard.
- Return to the vacancy listing page to search for more job opportunities.

[VIEW YOUR DASHBOARD](#)

[RETURN TO VACANCY LISTING](#)